

Job Description  
*Missouri State Highway Patrol*

Class Title: CDL Examination Auditor

Title Code: VO7604

Requested Effective Date: 11/01/03

Date Reviewed: 08/02/05 #136

Date Revised: 12/27/04

**Immediate Supervisor:** Chief Driver Examiner

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the commanding officer; however, working hours are subject to change at the discretion of the commanding authority.

JOB DESCRIPTION

POSITION SUMMARY

The CDL Examiner Auditor is a senior level employee who is responsible for retesting CDL skills tests that are administered by third party testers and for performing audits on third party testers. The employee interacts with third party testers, and the public on a daily basis reference all facets of the commercial driver's examination process. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within the state. There is only one CDL Examiner Auditor in a troop; therefore, work is performed independently under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Audits and certifies third party testers; evaluates the performance of third party testers and testing sites to insure the performance examination, testing premises, and equipment meet requirements and regulations.

Coordinates retesting of CDL skills tests administered by third party tester.

Plans, schedules and coordinates covert and announced audits of Third Party Testers within the assigned area of jurisdiction in conjunction with the Driver Examination Division at General Headquarters.

Makes appropriate recommendations to the Department of Revenue to re-certify, re-audit, or de-certify Third Party examiners or testers and/or provide training as needed.

Testifies in administrative hearings or court hearings regarding testing or auditing results.

Maintains statistics and records of all audits and retests administered.

Evaluates the performance of Third Party Examiners in administering CDL skills examinations.

May travel to other troop CDL Third Part Testers to assist in conducting retests in a timely manner, which may require overtime and overnight travel.

Serves as a lead worker and provides technical guidance in the supervisor's absence.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Administers road examinations to applicants for all classes of driver's licenses (e.g. tractor-trailers, large trucks, buses, vans, cars, etc.); explains improper actions to applicants during the examination and codes applications according to examination results.

Conducts off street testing; observes and evaluates applicants performing pre-trip inspections, basic control maneuvers, and motorcycle skills test; classifies drivers by the type of vehicle they will be operating when administering pre-trip, basic control, and road examinations.

May administer written, visual, and oral examinations for all classes of driver's licenses; operates equipment relative to conducting the examinations; grades examination papers and determines whether test results meet licensure requirements.

Answers inquiries via phone, in person, and through written correspondence regarding the license application procedure, the Commercial Driver License Program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reason for examination failure.

Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Extensive knowledge of the methods and procedures used in administering commercial driver license examinations.

Extensive knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the Commercial Driver License Program.

Ability to exercise diplomacy and patience in dealing with the public.

Ability to work indoors or outdoors in inclement weather for extended periods of time.

Ability to maintain the highest level of integrity in testing license and permit applicants.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office machines and vision testing equipment.

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to work independently with general supervision.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to provide own transportation to and from various testing sites.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

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Ability to enter and exit vehicles including large trucks and buses to conduct CDL or other examination road tests.

Ability to set up testing site and operate testing equipment.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must be a high school graduate or possess a G.E.D.

Possess at least four years experience as a Driver Examiner with the Missouri State Highway Patrol.

Possess at least one-year experience at the level of a Driver Examiner III.

Must have successfully completed the Commercial Driver License Examiner Training Course, and have extensive experience as a CDL examiner.

### NECESSARY SPECIAL REQUIREMENTS

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude

Must be at least twenty-one years of age at the time of employment.

Must possess and maintain a valid Missouri Operator's License.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

The CDL Examiner Auditor may be required to furnish a vehicle to transport all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.